Employability skills workshop

Level 1 workshop for implementing the model for assessing and reporting employability skills

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Disclaimer: the views expressed herein are not necessarily those of the Australian Government or state and territory governments.

Welcome

- Introductions
- Topics
- Activities
- Resources
- Program

Suggested options for more learning about employability skills

Options: one or more

- participation in workshop
- reading and use of workshop resources
- activities arranged by your organisation

The program: first part

- Hopes, concerns
- Value of employability skills
- Existing knowledge
- Background to project and model
- Explanation of embedding
- Examples of embedding – before and after

Please see *Handout 1*

The program: second part

- Example of employability skills summary
- Example of unit after embedding
- The model for assessing and reporting
- Further learning

Please see *Handout 1*

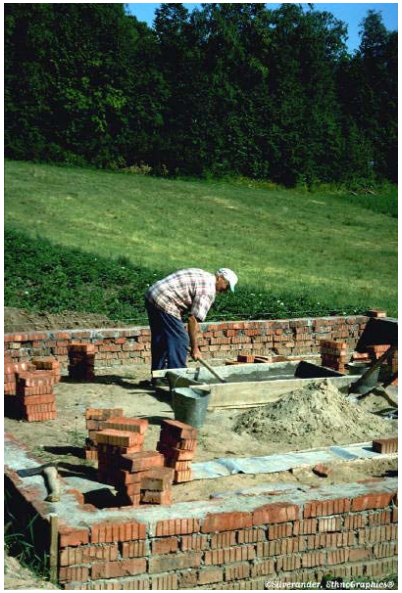
1. Overview of the eight employability skills

- communication
- teamwork
- problem solving
- initiative and enterprise
- planning and organising
- self-management
- learning
- technology

Definition of employability skills

… the skills required not only to gain employment or establish an enterprise, but also to progress within an enterprise or expand employment capability, so as to achieve one's potential and contribute successfully to enterprise strategic directions.

‘Employability Skills for the Future’ (DEST 2002), prepared by ACCI and BCA



Employability skills and key competencies *– Handout 2*

Employability skills

- initiative and enterprise
- learning
- self-management
- communication
- teamwork
- problem solving
- planning and organising
- technology

Key competencies

- communicate ideas and information
- work with others and in teams
- solve problems
- plan and organise activities
- use technology
- collect, analyse and organise information
- use mathematical techniques and ideas

Definitions of the two

Employability skills

- referred to as generic capabilities, enabling skills or even key skills
- describe non-technical skills and competencies which play a significant part in contributing to an individual's effective and successful participation in the workplace
- highly transferable and support the accomplishment of the task-based activities central to any role

Key competencies

- essential to preparation for employment
- generic to kinds of work and work organisations
- equipping individuals to participate effectively in a wide range of social settings including workplaces and adult life more generally
- involving the application of knowledge and skill
- being able to learn
- being amenable to credible assessment

Communication

- Skills that contribute to productive and harmonious relations between employees and customers
- Examples?

Team work

- Skills that contribute to productive working relationships and outcomes
- Examples?

Problem-solving

- Skills that contribute to innovative outcomes
- Examples?

Initiative and enterprise

- Skills that contribute to innovative projects
- Examples?

Planning and organising

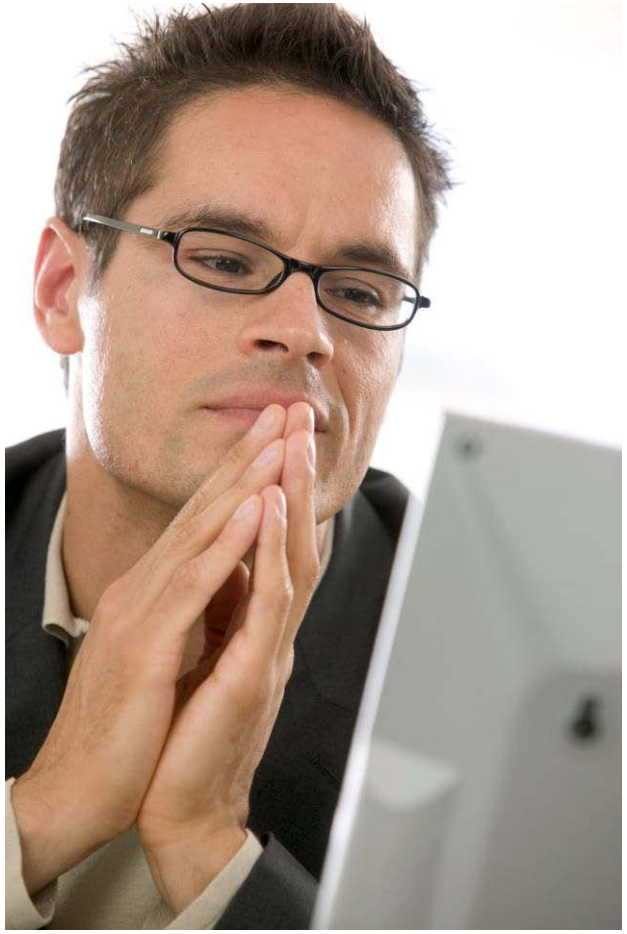
- Skills that contribute to long-term and short-term strategic planning
- Examples?

Self-management

- Skills that contribute to employee satisfaction and growth
- Examples?

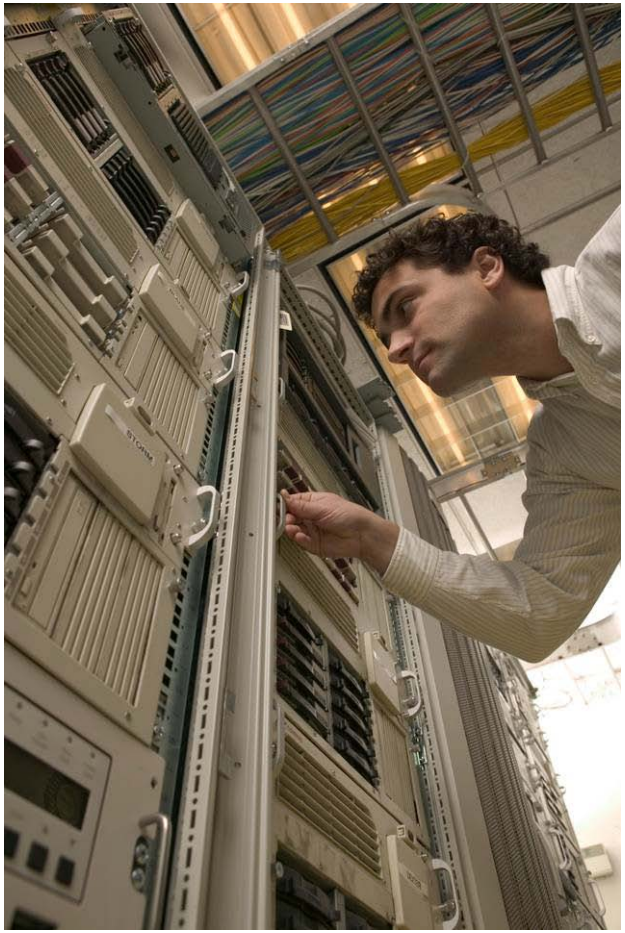
Learning

- Skills that contribute to ongoing improvement and expansion in employee and company operations and outcomes
- Examples?



Technology

- Skills that contribute to effective execution of tasks
- Examples?



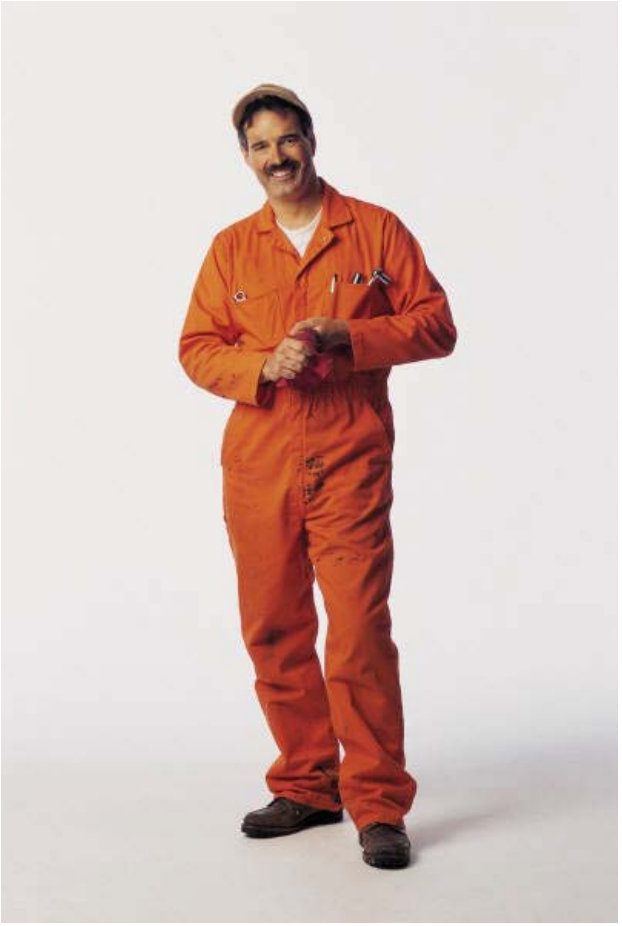
2. Hopes and concerns?

Let’s discuss your hopes and concerns about employability skills in VET, given:

they are now, or soon will be, embedded in all Training Packages

3. What value are they?

As a VET practitioner, what value do you attach to employability skills?



3. What is the value of employability skills?

Please complete *Handout 3*

4. Potted history of employability skills since 2002

Please see *Handout 4* for the potted history, including:

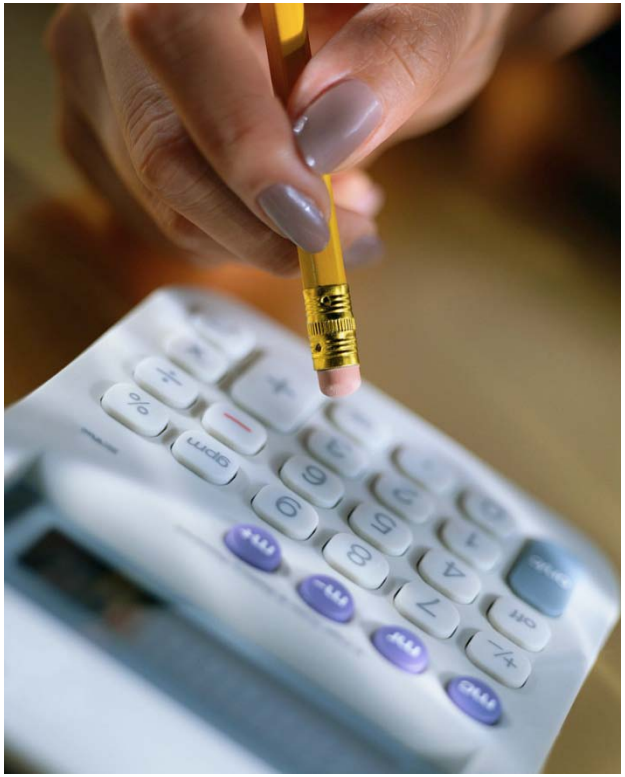
- Key report: ‘Employability Skills for the Future’ (DEST 2002), prepared by ACCI and BCA
- 2002–2005: Numerous research reports, eg DEST, NCVER

4. Potted history of employability skills since 2002

- 2006: Allen Consulting Report for DEST on assessing and reporting employability skills in Training Packages
- Tabled five options for each of:
  - assessing employability skills
  - reporting employability skills

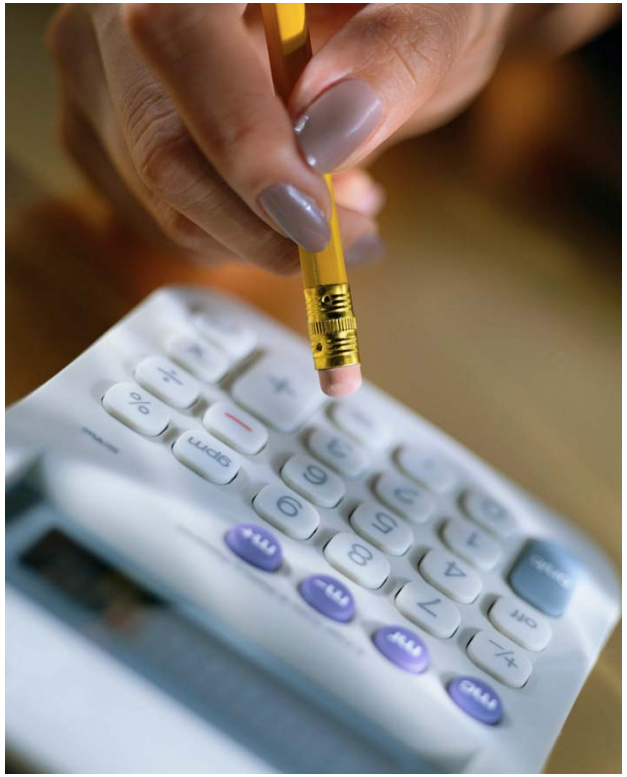
4. Origin of model

- 2006-07: National Quality Council project to develop a model for assessing and reporting employability skills. NQC preferred a model with these components:
  - integrated approach to assessment
  - descriptive reporting
- (Definitions in Handout 11)



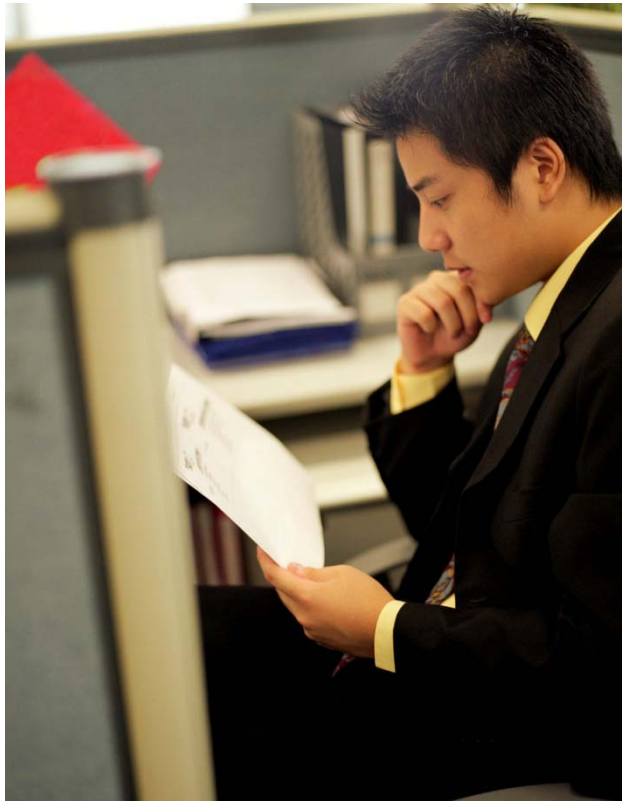
4. Context for model

- 2006-2007: Employability skills embedded in all Training Packages
- 2007: Edited Training Packages released progressively. All new Training Packages have embedded employability skills



5. New terminology for employability skills

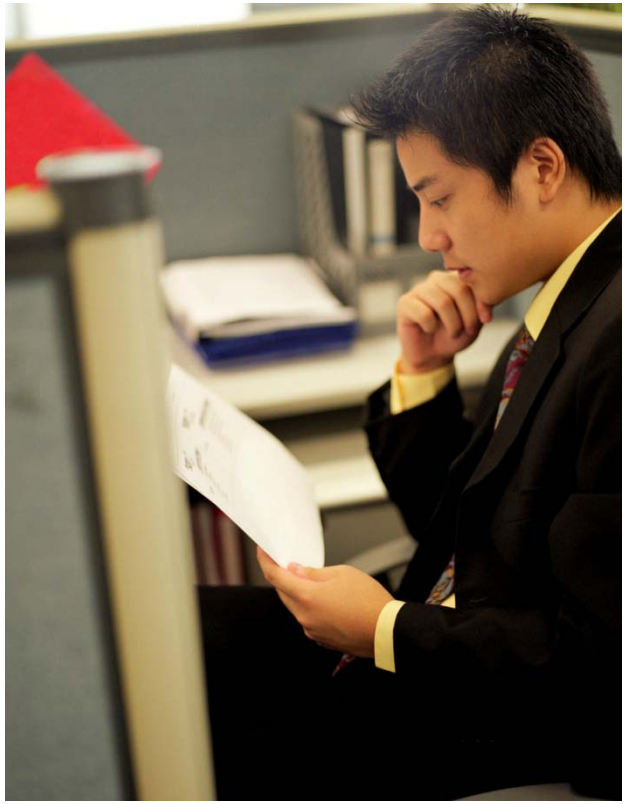
- **Facets** are the aspects of the ES that the sample of employers surveyed identified as being important work skills
- **Employability Skills Framework**
- Some **Industry Skills Councils** have their own customised employability skills frameworks
- **Employability Skills Summary**



5. New terminology for employability skills

Please see wording about employability skills from a sample Training Package – *Handout 5*

This sample also includes the Employability Skills Framework from the 2002 report and an industry skills council's framework, as well as an Employability Skills Summary



6. A competency unit with embedded employability skills

Please see example in the resources supplied – *Handout 6*

Let’s note where the employability skills are embedded

6. A competency unit *before* and *after* employability skills are embedded

Please see example in the resources supplied – *Handout 7*

Please comment on any differences you notice, between the before and after versions

7. Issues needing to be addressed in second session?

Short break

The program: second part

- Example of employability skills summary
- Example of unit after embedding
- The model for assessing and reporting
- Further learning

Please see *Handout 1*

8. Example of wording of unit after embedding

Please see *Handout 8*

Please work through the performance criteria from 2.1-3.10 and look for the employability skills you think are embedded in the performance criteria

8. Example of employability skills summary: skills required

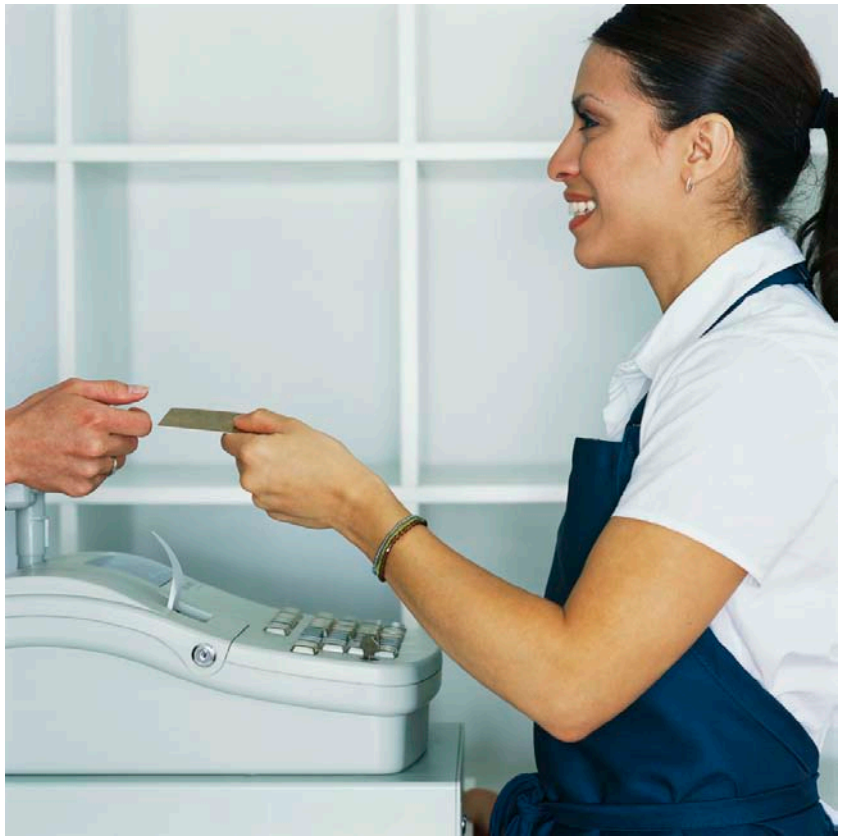
Please see *Handout 9*

Let’s compare this employability skills summary with the one in handout 5

8. Example of alternative presentation of employability skills framework and summary

Please see *Handout 10*

Please examine this sample Employability Skills Framework and Summary from another Industry Skills Council and then compare it with the sample in *Handout 5*



9. History and context of model for assessing and reporting employability skills

Please see *Handout 4 – Background Paper*

Let's discuss Sections 4 and 5, origin and testing of the model

10. The model, Sections 1–6,

Handout 11

Please peruse:

- Rationale
- Guiding principles
- Definition and list
- Nature
- Description of embedding
- Approach to assessing and reporting

Most have been referred to today. Please share any observations.

11. The model, section 7

Let's examine the suggested good practice strategies for:

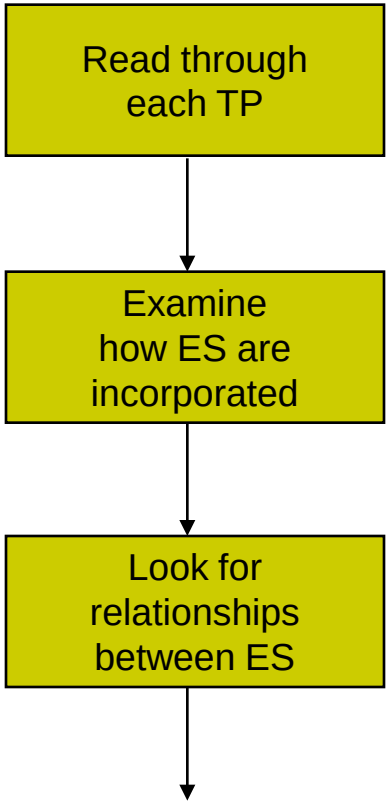
- Learning
- Teaching/training
- Assessing
- Reporting

How do these strategies differ from your current approaches?
What do you think of these suggestions?

11. The model, section 8

Please note the checklist of good practice preparatory actions in Section 8.

Which of these good practice steps do you already take?



11. The model, section 9

Please consider the skills required

How many of these do you already have?

11. The model, section 10

Let’s look at the suggested professional development

Which of these strategies suit you? Your colleagues?

12. Further sources of information

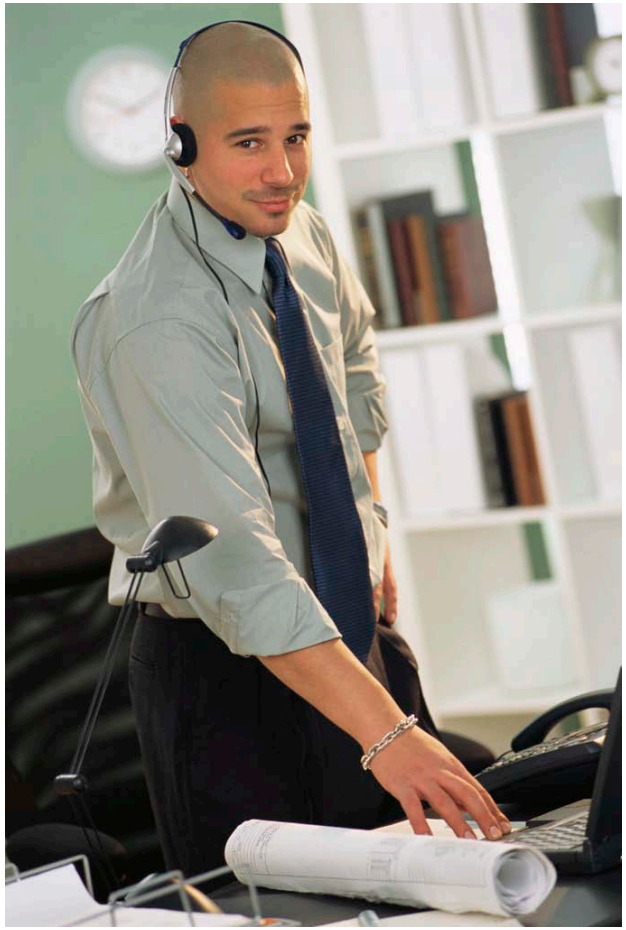
Please see list of other resources – *Handout 12*

Which ones look interesting or relevant to you?

12. Remaining issues for you

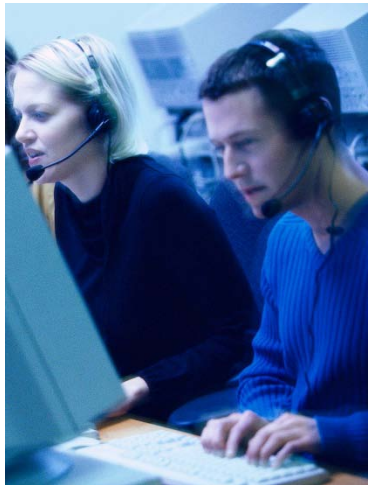
Please share issues you will now follow up

Please complete the personal PD planner sheet, *Handout 13*



13. Feedback and suggestions for us

How can this workshop be improved?

Please complete the session evaluation form, *Handout 14*

13. What are the key take-home messages today, for you?